



# Alaska Air National Guard Active Guard Reserve (AGR) Position Announcement # **AKANG 16-109**



<http://dmva.alaska.gov/employment.htm>

<b>POSITION TITLE:</b> <b>Administrative Craftsman - CSS</b>	<b>AFSC:</b> <b>3A171</b>	<b>OPEN DATE:</b> <b>6 SEPTEMBER 2016</b>	<b>CLOSE DATE:</b> <b>21 SEPTEMBER 2016</b>
<b>UNIT OF ACTIVITY/DUTY LOCATION:</b> <b>168<sup>th</sup> Maintenance Group, Eielson AFB, Alaska</b>		<b>GRADE REQUIREMENT:</b> <b>Minimum: E5 Maximum: E7</b>	
<b>SELECTING SUPERVISOR:</b> Col McPhetres	<b>VACANCY:</b> 9554210	<b>PHYSICAL PROFILE:</b> PULHES – 222222	

## AREAS OF CONSIDERATION

Area 1 On Board AKANG AGR (**ANY AFSC**)  
Area 2 Alaska Air National Guard members (**ANY AFSC**)  
Area 3 Nationwide (All military members eligible for membership in to the AKANG) (**Must hold advertised AFSC**)  
**\*All applicants MUST meet the grade requirement and physical/medical requirements outlined\***

## MAJOR DUTIES MAY INCLUDE

- Provide administrative support to Air Force, Department of Defense (DoD), and joint organizations
- Coordinate, perform, and manage a variety of tasks and activities in direct support of organizational commanders, directors, and senior leaders to include office management, human resources, executive staff support, postal, official mail, and a variety of other services and duties
- Manage processes and activities to support organizational communications, including correspondence preparation, distribution, suspense tracking, workflow management, electronic mail management, content management and other related duties
- Perform various administrative functions in support of military and civilian leaders, including calendar management, and meeting support
- Ensure communications comply with standards for style and format
- Manage publications and forms policies and processes
- Ensure unit publications and forms are formatted, coordinated, and made available to customers
- Provide administrative support for organizational personnel and manpower programs, such as personnel rosters, evaluations, decorations, supervisory data, orders, in-/out-processing personnel and manpower authorization requests
- Ensure accuracy of information in personnel and manpower database systems
- Coordinate personnel actions between unit of assignment and military personnel organizations
- Provide executive administrative support to General Officers and Senior Executive Service civilians, to include arranging travel and lodging, coordinating itineraries, and preparing trip folders
- Assist in planning, preparing, arranging and conducting official functions
- Coordinate with Protocol and assists with Distinguished Visitor (DV) support and events: manages recognition/special ceremonies, schedules event locations, coordinates gifts, and manages guest lists
- Perform postal financial services, supply/receipt/dispatch functions, and mail delivery services
- Provide security for all mail and postal directory services
- Accept items for mailing and advises patrons of all applicable postal and customs requirements
- Maintain postal records, prepares forms/reports, supplies, operations plans, and adequate stock of postage and accountable money orders
- Sell and cash money orders and remits funds from postage stock/money orders back to United States Postal Service (USPS)
- Prepare and receive incoming/outgoing mail from military or commercial carrier and checks manifest against mail received to ensure proper receipt
- Operate Official Mail Center and prepares/distributes organizational mail

## INITIAL ELIGIBILITY CRITERIA

**SECURITY CLEARANCE - Secret (eligible to obtain)**

**APTITUDE REQUIREMENT - GENERAL – 47**

**STRENGTH APTITUDE – Demonstrated weight lift of 50 LBS**

The following are mandatory for entry, award, and retention of this AFSC:

- Must maintain local network access IAW AFMANs 33-152, *User Responsibilities and Guidance for Information Systems* and 33-282, *Computer Security*

## PREFERRED QUALIFICATIONS

- Knowledge. Knowledge is mandatory of: office management policies, technologies, and procedures; administrative support for personnel and manpower programs; executive support processes and responsibilities; postal and mail policies and procedures. Experience performing administrative functions such as office management, human resources, executive support, postal, official mail and other support. Experience supervising and performing administrative functions. Experience managing and directing administrative functions.

**\*See page 2 for All Required Documents for Considerations\***

## INSTRUCTIONS FOR APPLICANTS

Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities	Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program	IAW ANGI 36-101 "Initial tours may not exceed 6 years..." AGR tours may not extend beyond an Enlisted member's ETS or an Officer's MSD
Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required	Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status	An applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with ANGI 36-2503, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package. <u>Application Package will not be forwarded without statement</u>
ANGI 36-101 "applicant must be able to complete 20 years of active federal service prior to MSD for officers and age 60 for enlisted members. Exceptions may be considered...."	If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the selectee	Any further questions regarding the AGR program may be answered in ANGI 36-101

## APPLICATION PROCEDURES

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to [ng.ak.akarnq.mbx.hro-agr@mail.mil](mailto:ng.ak.akarnq.mbx.hro-agr@mail.mil). Hard copy applications will **NOT** be accepted. All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. **Applications received with an unsigned NGB 34-1 will not be forwarded for consideration.** Applicants may include copies of training certificates or any documentation that may be applicable to the position they are applying for. **Per ANGI 36-101, the application package must include at minimum the signed NGB 34-1, current Report of Individual Person (RIP), and current Report of Individual Fitness.** *Items 1-3 are required by the Human Resource Office to determine initial qualifications.* All other documents are required by the selecting supervisor. If the required documents are not submitted, a letter of explanation must be included. **Incomplete packages will not be considered for the position vacancy.**

1. NGB Form 34-1 Application Form for Active Guard/Reserve (AGR) Position **dated 20131111**  
(<http://dmva.alaska.gov/employment.htm>)
2. CURRENT Records Review RIP available on vMPF (<http://www.afpc.randolph.af.mil/vs>)
3. CURRENT PASSING Report of Individual Fitness from Air Force Fitness Management Systems (AFFMS) or AF Fitness Assessment Scorecard or a signed letter from the Unit Fitness Monitor
4. Cover Letter (optional)
5. Resume (optional)
6. Last 3 Enlisted/Officer Performance Evaluations (If applicable)
7. Letters of Recommendation will be accepted

### EMAILING REQUIREMENTS:

Ensure all requirements are consolidated into **ONE** single PDF

PDF File Name should be: Position Announcement Number, Last name, First name, Grade

**Example: ANG 16-XX Doe, Jane E1**

Email Subject should be: Position Announcement Number

**Example: ANG 16-XX**

Email Application Package to [ng.ak.akarnq.mbx.hro-agr@mail.mil](mailto:ng.ak.akarnq.mbx.hro-agr@mail.mil)

**\*\* Applications will not be accepted through AMRDEC\*\***

### QUESTIONS:

To verify receipt of application or have issues, you may call 907-428-6242 DSN 317-384-4242

## REMARKS

Federal law prohibits the use of government postage for submission of applications.

### THE ALASKA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.